

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-412-04-009

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-412-08-015, DAA-GRS-2013-0005-0003, and DAA-GRS-2017-0003-0002.

Date Reported: 08/31/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-412-04-9</i>	DATE RECEIVED <i>5-13-2004</i>
1. FROM (Agency or establishment) U. S. Environmental Protection Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Research and Development		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Chris O'Donnell	5. TELEPHONE  202 - 566 -1669	DATE <i>2-7-05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>5/13/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Christine O'Donnell</i>	TITLE Agency Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	EPA 469 Environmental Information Management System (EIMS)		
<i>cc Agency NARA</i>			

# EPA Records Schedule 469

**Status:** Final, 02/20/2007

**Title:** Environmental Information Management System (EIMS)

**Program:** Research and Development

**Applicability:** Agency-wide

**Function:** 316 - Applied Research and Science Support

## **NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- N1-412-04-9

## **Description:**

The Environmental Information Management System (EIMS) ([www.epa.gov/eims](http://www.epa.gov/eims)) provides a metadata repository about EPA projects, data sets, databases, models, and documents used or created during various environmental projects. Using common Web browser software, users may conduct searches for specific data, locate descriptive information about environmental project resources, and download (or be connected to) the resulting data, models, and/or other documents for local usage. Data entry is done via forms that store the information into the EIMS database. Metadata reports can be generated by the system to provide metadata information for that particular EIMS record.

## **Disposition Instructions:**

**Item a:** Electronic software program

- **Disposable**
- Delete when superseded by routine software updates and quality assurance check is completed, or when no longer needed.

**Item b:** Input

- **Disposable**
- Delete after the data is entered into the system and verified.

**Item c:** Electronic data

- **Disposable**

- Delete when superseded or no longer needed.

**Item d: Output and reports**

- **Varies**
- File with related records and follow instructions for the related records.

**Item e: Supporting documentation**

- **Disposable**
- Delete when superseded or obsolete.

**Guidance:**

The EIMS database is partitioned by partner. The partner data librarian ensures the information distributed through EIMS is consistent with EIMS documentation requirements, adequately described, and has been approved for release as a draft or final product.

**Reasons for Disposition:**

EIMS serves as a single point of entry for the Agency's inventory of environmental metadata.

**Custodians:**

Office of Research and Development

- **Contact:** John Sykes
- **Telephone:** 919-541-2953

**Related Schedules:**

**Previous NARA Disposal Authority:**

**Entry:** 07/09/2001

**EPA Approval:** 05/13/2004

**NARA Approval:** 02/07/2005